

CITY OF SANTA CLARA  
YOUTH COMMISSION MINUTES  
September 11, 2007

The City of Santa Clara Youth Commission met for an informational meeting on Tuesday, August 28, 2007 at 6:00pm at the Santa Clara Teen Center, 2446 Cabrillo Avenue, Santa Clara, California.

Present: Commissioners: Ferheen Abbasi, Kelsi Auday, Paul Barghouth, Vanessa Harsh, Noama Iftekhar, Jennifer Juniega, Brian Mulligan, Tammy Nguyen, Zedric Ochoa, Niral Patel, Eric Spinks, Alex Vargas and Anya Vo

Absent: Kristina Little  
Zahida Mubeen

Guests: Mr. and Mrs. James E. Lee – BMX Park presentation  
Brittany Skinner – student at Los Altos high school  
BJ Hathaway – Recreation Intern at the Teen Center

Staff Present: Jennifer Herb, Recreation Supervisor  
Jon Kawada, Recreation Coordinator  
Nan Choi, Young Adult Librarian – Central Library

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Matters for City Council Action – None

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- I. CALL TO ORDER - The meeting was called to order by Jennifer Herb at 6:19 p.m.
- II. INSTALLATION OF MEMBERS
- III. INTRODUCTION OF GUESTS –  
Mr. and Mrs. James E. Lee – BMX Park presentation  
Brittany Skinner – student at Los Altos high school  
BJ Hathaway – Recreation Intern at the Teen Center
- IV. APPROVAL OF MINUTES FROM AUGUST 28, 2007 MEETING – Paul Barghouth made a motion to amend the minutes with the following changes: III – D, b. was changed to September 14<sup>th</sup>, c. was changed to September 21<sup>st</sup>, d. was changed to October 26<sup>th</sup>. Kelsi Auday seconded the motion. Vanessa Harsh made a motion to approve the amended minutes, seconded by Ferheen Abbasi.
- V. CORRESPONDENCE/COMMUNICATIONS–
  - A. Saint Francis
    - a. September 14 – Rally
    - b. September 19 – Academic Awards night
  - B. Wilcox
    - a. September 11 – RA meeting
    - b. September 11 Athletic Parent Meeting
    - c. September 13 – Wilcox vs. Santa Clara, Water Polo
    - d. September 20 – Back to School Night/Academic Block Presentation
    - e. September 21 – Late start
  - C. Santa Clara
    - a. September 13 – Water Polo vs. Wilcox
    - b. September 27 – Back to School Night

- c. October 12 – Homecoming
- D. Peterson
  - a. September 12 – Magazine drive
  - b. September 19 – Back to School Night
  - c. September 29 – 6<sup>th</sup> grad Pool Party
  - d. October 12 – Back to School Dance
- E. Library
  - a. Check out Brain Fuse – tutor help through the Library's webpage, from 1:00 – 10:00pm
  - b. September 25 – Around the World in 80 Days, movie and discussion

VI. SUMMARY OF CITY COUNCIL ACTIONS – none

VII. OLD BUSINESS

- A. Review phone, email and birthday roster – Jennifer provided the Youth Commission with a phone and email list, as well as a monthly calendar. The Youth Commission checked each document for accuracy. Jennifer will make the correct changes and mail to the Youth Commission.
- B. Review 2006-2007 City of Santa Clara Youth Commission accomplishments – Jennifer went over the list of accomplishments from the 2006-2007 term.
- C. Review 2007-2008 meeting and activity calendar – Jennifer reviewed the meeting and activity calendar with the Youth Commission. This calendar will be used when planning new activities that the 2007-2008 Youth Commission is interested in pursuing.
  - 1. Discuss meeting format and schedule – Jennifer, along with other Youth Commissioners discussed the following with the new Youth Commission members:
    - Difference between the second and fourth Tuesday, meeting format
    - Difference between excused and unexcused absences
    - Committee meetings
  - 2. Discuss activities – Jennifer talked about the different activities that are already scheduled for the 2007-2008 Youth Commission. They included:
    - Art & Wine Festival – hot dog booth, hands on arts and crafts and Loading/unloading
    - Youth Activity Center – Halloween Party
    - Letters from Santa
    - Tree Lighting Ceremony
    - Intergenerational Activity
    - YAC Attack
    - YAC Social
  - 3. Meals – Jennifer shared with the Youth Commission that dinner will be provided during the first meeting of the month. Those with a birthday during the month of a meeting will be able to choose the dinner selection. There will be no dinner at the committee meetings.
  - 4. Badge – Jennifer explained that the Youth Commission would be receiving a name badge that they should wear to all events.
  - 5. T-shirt – Jennifer explained to the Youth Commission about the YC T-shirts. They will discuss them further at the September 11 meeting.
  - 6. What to bring to every meeting – Anya Vo and other YC members discussed the importance of attending every meeting and being prepared by bringing something to write with, a calendar and any other item that the Youth Commission might need to plan activities.
- D. By –Laws – Larry Wolfe discussed the By-Laws with the Youth Commission

- E. Brown Act – Larry Wolfe discussed the Brown Act with the Youth Commission
- F. Parliamentary Procedure – Larry Wolfe discussed the Parliamentary Procedure with the Youth Commission
- G. Member at Large Program – Paul Barghouth explained the Member at Large program to the Youth Commission, and the difference between a Youth Commissioner and a Member at Large.
- H. City of Santa Clara Art and Wine Festival – loading/unloading, September 14, 15 & 16 – The Youth Commission helped the vendors load and unload their supplies for a fee of \$8.00/load. The money raised will go towards the Scholarship fund. This money will be awarded to deserving juniors and graduating seniors, in May.
- I. At the September 11 meeting, the Youth Commission discussed the following:
  - 1. Brainstorm 2007 – 2008 goals
  - 2. Develop a calendar of events for the 2007-2008 term
  - 3. Election of officers – Jennifer discussed with the Youth Commission the different positions and the responsibilities that go along with each one. Elections for these positions will take place at the September 11 meeting.
  - 4. Brainstorm ideas and a date for Youth Commission teambuilding
- J. Back to School BBQ, September 7 at the Teen Center – The Teen Center is hosted a Back to School BBQ to welcome the students for the new school year. Staff provided hot dogs, chips and a soda, free of charge.

#### VIII. NEW BUSINESS

- A. Election of officers – the Youth Commission voted and the following individuals were selected for the following positions: Chair – Zedric Ochoa, Vice Chair – Vanessa Harsh, Secretary – Alex Vargas.
- B. Brainstorm and determine goals for the 2007-2008 term – the Youth Commission began brainstorming goal ideas for the term. The following ideas were brought up:
  - BMX Park
  - Moondance Film Festival
  - Transportation project
  - Intergenerational activities
  - Ski Trip
  - 101 Things to do in Santa Clara
  - Philanthropy (Humane Society, Next Door Solutions)
  - Homework Help

The Youth Commission will discuss and narrow down the list and create committees according to the goals that were chosen.

- C. Determine date for Youth Commission teambuilding – The Youth Commission decided on a few different dates for teambuilding. Jennifer Herb will look into the dates and see what is available.
- D. Brainstorm ideas for the new Youth Commission T-shirts – The Youth Commission is to bring ideas for a Youth Commission logo, which can be used on T-shirts as well as Youth Commission publications and at events.
- E. City of Santa Clara Art and Wine Festival, September 16 and 17
  - 1. Loading/unloading
  - 2. Hot Dog Booth
  - 3. Hands-on Arts and Crafts
- F. Halloween Party – October 31

#### IX. PUBLIC PRESENTATIONS – None

- X. ADJOURN – A motion to adjourn the meeting was made by Paul Barghouth and seconded by Kelsi Auday at 8:26 p.m. Meeting was adjourned to the next scheduled meeting, Tuesday, October 9 at the Teen Center.

Minutes Prepared by:

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Jennifer Herb  
Youth Commission Staff Liaison  
Recreation Supervisor